

Position Description

Project Manager

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: May 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 13 Entry to Step 4
Status of position:	12 month Fixed term appointment
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Works and Civil
Section/Unit:	Open Spaces and Facilities
Team:	Open Spaces
Work base:	Grafton or Maclean
Position responsible to:	Building and Facilities Coordinator with indirect reporting across various work areas
Level of support and supervision:	Moderate
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council
External contacts:	General public, government agencies, consultants, community groups, developers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Walking on uneven surfaces and up and down slopes

Frequent driving

Purpose of the position

To plan, procure and deliver major capital works across multiple building and civil open spaces projects

To facilitate and deliver outcomes with key stakeholders on projects consistent with grant deliverables.

Major duties and responsibilities

Prepare, conduct and award quotations and tenders for various capital works for key building and open spaces projects.

Project manage the delivery of major and minor grant funded capital works within time and cost requirements.

Prepare and submit progress and final reports to approved funding bodies for approved projects on time.

Represent Council where required at meetings, site visits, and forums.

Liaise with Government agencies, research organisations, industry groups and community groups in relation to projects as required.

Assist with the production of media releases and other publicity as required.

Provide timely, accurate and succinct information on project issues, and develop technical information in relation to these issues.

Prepare detailed reports and correspondence on specific projects.

Provide accurate and timely written and oral advice.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications or equivalent in Civil Engineering, Building Construction Management, Project Management or equivalent ; **or** equivalent relevant industry experience

Detailed knowledge of project management, project planning, procurement and delivery

Essential selection criteria

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated ability in the delivery of multiple construction projects to a value of approximately \$1M, on time and within budget

High level experience in the management of construction contracts

Position related skills

Demonstrated well developed project management skills

Demonstrated well developed written and verbal communication skills

General computer literacy including basic proficiency in Microsoft Word and internet and email programs

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Postgraduate qualifications in Civil Engineering, Building Construction Management, Project Management or equivalent

Licences/tickets, clearances, membership

Nil

Experience

Experience in working with community groups and stakeholders

Position related skills

Nil

Other features of this position may include

May be required to represent Council in forums or public meetings from time to time.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Generic performance requirements

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee